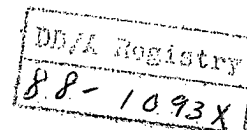




EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503



MAY 13 1988

MEMORANDUM FOR SENIOR OFFICIALS FOR INFORMATION RESOURCES  
MANAGEMENT

FROM: James B. MacRae, Jr. *JBM*  
Acting Administrator and Deputy Administrator  
Office of Information and Regulatory Affairs

SUBJECT: Annual Bulletins on Government Publications and  
Information Technology Planning

Attached for your information and response are two annual Office  
of Management and Budget (OMB) bulletins.

Report on Government Publications: OMB Bulletin No. 88-10

This bulletin supports OMB's review of agency publications pursuant to Title 44 and OMB Circular No. A-3. Inspection of last year's responses to this annual data call indicated limited utility to some items. Hence, three items were dropped and a fourth was simplified. In addition, instead of asking agencies to submit floppy disks, we are requesting that agencies simply enter changes on last year's hard-copy.

Responses to OMB Bulletin No. 88-10 are due June 24, 1988.

Information Systems and Technology Planning: OMB Bulletin No. 88-11

This bulletin supports OMB's review of agency computer and telecommunications system plans and produces information for the annual government-wide Five-Year Plan required by the Paperwork Reduction Act. We have reduced the reporting requirements this year since the Paperwork Reduction Act now requires agencies to develop and maintain information technology plans and inventories. We are also using the bulletin to highlight new reporting that will be required next year as a result of the Computer Security Act of 1987.

Responses to OMB Bulletin No. 88-11 are due July 18, 1988.

Attachments

DD/A REGISTRY  
FILE: *60-7*

*LIA-5*



**EXECUTIVE OFFICE OF THE PRESIDENT**  
**OFFICE OF MANAGEMENT AND BUDGET**  
WASHINGTON, D.C. 20503

April 22, 1988

**OMB BULLETIN NO. 88-10**

**TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS**

**SUBJECT: Report on Government Information Dissemination  
Products and Services**

1. **Purpose.** This Bulletin provides instructions and materials for submitting the Report on Government Information Dissemination Products and Services for FY 1988. The report is an extension of information previously required under OMB Bulletin No. 87-14.

2. **Background.** Section 1108 of Title 44 stipulates that the heads of executive departments, independent agencies, and establishments may use appropriated funds for the printing of periodicals with the approval of the Director of the Office of Management and Budget. OMB Circular No. A-3, Government Publications (revised May 2, 1985), which implements this provision of Title 44, requires agencies to report annually on periodicals and non-recurring publications and to maintain an OMB-approved control system.

In addition, OMB Circular No. A-130, Management of Federal Information Resources, provides a general policy framework for the management of all information resources, and states that agencies shall maintain an inventory of information dissemination programs (Section 9a (5)). Integrated management of information dissemination is an essential element of overall information resources management. Agencies currently disseminate information not only in printed publications but also in electronic format. To achieve adequate management of the information dissemination function, agencies must maintain inventories of all their information products and services, subject these products and services to systematic management controls, and develop and implement internal policies and procedures for management of the products and services.

3. **Coverage.** The requirements of this Bulletin apply to all departments, independent agencies, and establishments of the executive branch of the government.

4. **Definition.** As used in this Bulletin, "information dissemination products and services" means: (a) periodicals as defined in OMB Circular No. A-3; and (b) machine-readable data files (including CD-ROMs), software, online database services, and electronic bulletin boards, issued or disseminated by agencies to the general public. Dissemination to the general

public means distributing without restriction as to who may receive the product or service, and entails some form of public announcement of distribution. Distribution limited to government employees or to agency contractors or grantees is not considered dissemination to the public. For the purposes of this Bulletin audiovisual products are not included because they are covered under OMB Circular No. A-114, Management of Federal Audiovisual Activities.

5. **Changes from Last Year's Bulletin.** This Bulletin differs from OMB Bulletin No. 87-14 in two ways: a reduction in the amount of information requested in Attachment A; and a simplification of the method of reporting.

Reduced Information in Attachment A. OMB Bulletin No. 87-14 requested 14 information items for each entry in Attachment A. This year's Bulletin requests only 11 items, and simplifies another. Item 7, the basis for the agency's approval of the information product or service, has been simplified to a yes-no response. The following items from last year's request have been dropped: First Issue Date; Agency Volume; and GPO or Other Federal Agency Collections.

Simplified Method of Reporting. For agencies responding to OMB Bulletin No. 87-14, OMB will provide a copy of last year's report for Attachment A. To respond to this year's Bulletin, agencies need only verify and update last year's Attachment A, supply this year's information for Attachment B, provide requests for approval of new periodicals as needed, and provide the required cover letter.

6. **Required Materials.** Report on Government Information Dissemination Products and Services. As in previous years, agencies shall report on their information dissemination products and services as indicated in the attachments below.

a. Cover Letter. In the cover letter the agency head, or his or her designee, shall certify that the reported periodicals are necessary in the transaction of the public business required by law of that department, independent agency, or establishment, and that dissemination of all other information products and services is required by law or necessary for the proper performance of agency functions. The letter shall also certify that mailing lists have been updated, and cite actions taken to consolidate or streamline the lists as well as provide a rationale for any net increases.

b. Listing of Agency Information Dissemination Products and Services

For agencies that responded to OMB No. Bulletin 87-14 in FY 1987: You will be provided a copy of your agency's response to OMB Bulletin No. 87-14. To report, you need only make

appropriate changes to last year's response (see Exhibit 1A), and return the copy to OMB in accordance with instructions in Attachment A.

For agencies that did not respond to OMB Bulletin No. 87-14 in FY 1987: Provide appropriate details for each periodical, machine-readable data file, software file, online database service, and electronic bulletin board in the agency's FY 1988 inventory as shown in Exhibit 1B, prepared in accordance with Attachment A.

c. Obligations for Agency Information Dissemination Products and Services (Exhibit 2)

Provide information on the agency's obligations for periodicals, non-recurring publications, machine-readable data files, software files, online database services, and electronic bulletin boards for FY 1987 through FY 1990, as shown in Exhibit 2, prepared in accordance with Attachment B.

d. Request for Approval of New Periodicals

Provide justifications and requests, according to the instructions in Attachment C, for approval of the new periodicals the agency proposes to publish in FY 1988 that have not already received OMB approval.

7. Submission Date and Address. All required materials should be submitted by June 24, 1988. Please address an original and one copy of all materials to:

Director  
Office of Management and Budget  
Washington, D.C. 20503.

Attention: Information Policy Branch  
Office of Information and Regulatory Affairs  
Room 3235 New Executive Office Building.

8. OMB Actions on Reports. OMB will respond to the agency's annual report and requests for approval of new periodicals within 45 days of receipt. In its response OMB will approve the periodicals listed for new or continued use or may request additional information on certain periodicals prior to giving approval.

In addition, OMB will arrange for the establishment of a database on floppy disks that will be made available to the public. Agencies will also be able to obtain floppy disk copies of their response to this Bulletin from the National Technical Information Service.

9. **Inquiries.** Inquiries regarding periodicals of a specific department or agency should be directed to the appropriate budget examiner. General inquiries concerning this Bulletin and OMB Circular No. A-3 should be addressed to J. Timothy Sprehe, Information Policy Branch, Office of Information and Regulatory Affairs, (202) 395-4814. Inquiries concerning floppy disk copies of agency responses should be directed to Stuart Weisman, National Technical Information Service, Department of Commerce, (703) 487-4807.

James O.   
Director

Attachments

OMB Bulletin No. 88-10  
Attachment A

Reporting Requirements for  
Listing of Agency Information Dissemination  
Products and Services

Instructions for Data Listing

The Listing of Agency Information Dissemination Products and Services covers: (1) periodicals as defined in OMB Circular No. A-3; (2) machine-readable data files (including CD-ROMs), software, online database services, and electronic bulletin boards issued or disseminated by agencies to the general public in FY 1987. Note that, as compared with last year's Bulletin, Item 7 has been simplified, and that previous years' items on First Issue Date, Agency Volume, and GPO or Other Federal Agency Collections have been dropped.

FOR AGENCIES THAT RESPONDED TO OMB BULLETIN NO. 87-14 IN FY 1987:  
A copy of your agency's Attachment A for 1987 is attached to this Bulletin. (If your agency responded and the copy is not attached, phone Timothy Sprehe at 395-4814.) To report products and services disseminated in FY 1987:

- Check each entry from last year's Attachment A for accuracy, and correct as necessary;
- Indicate entries from last year's report that have been terminated; and
- Add new entries as appropriate;

Total Volume, Agency Collections, and Total Obligations will change from year to year for most products and services. You should check each item for each entry in the listing.

A sample copy of an agency's Attachment A for 1987 is attached as Exhibit 1A.

FOR AGENCIES THAT DID NOT RESPOND TO OMB BULLETIN NO. 87-14 IN FY 1987: Report, as shown in Exhibit 1B, your agency's periodicals, machine-readable data files (including CD-ROMs), software files, online database services, and electronic bulletin boards disseminated in FY 1987.

Attachment A - 2

Information Requested for Attachment A

Name, title, and telephone number of person with working knowledge of agency's report.

ITEM No.

Action Code: For agencies receiving a copy of their response to OMB Bulletin 87-14, indicate in this column on Exhibit 1A the type of action this entry represents using the following code:

- C      Corrected; entry on agency copy is incorrect; make corrections in legible handwriting directly on the copy.
- T      Terminated; agency ceased dissemination of this product or service.
- N      New; new product or service disseminated in FY 1987.
- S      Same; no change in any column from FY 1986 to FY 1987.

1    OMB Reference Number: From the attached list of 4-digit agency codes, choose the code for your agency and bureau. Enter 4-digit code.

2    Type of Product or Service: The type of information dissemination product or service. Identify using the following code:

- P    -    Periodical
- M    -    Machine-readable data file (including CD-ROMs)
- S    -    Software file
- O    -    Online database service
- B    -    Electronic Bulletin Board

3    Title: Titles of information products and services disseminated in FY 1987. Abbreviate, if necessary, and identify clearly to fit space for maximum limit of 80 characters.

4    Frequency: Regularity with which periodicals are issued, and data files, software, databases, or bulletin boards are issued or updated. Enter "999" if issuance or updating is continuous. Enter appropriate 3-digit code:

## Attachment A - 3

001, 002, 003, etc.	once, twice, three times, etc. per year on a regular basis
501, 502, 503, etc.	once, twice, three times, etc. per year on irregular basis

5 Pages per Issue: Identify average number of pages per issue for periodicals, using maximum of 4 digits. Leave blank for other types of products or services

6 Free of Charge: Write "1" if the product or service is distributed entirely free of charge.

7 Mandatory Dissemination: Write "1" if this product or service is specifically required by law, regulation, or judicial direction.

8 Total Volume: List actual figures.

For periodicals, total number of copies printed during FY 1987, including those for agency use and subscription and those copies to be printed and sold by GPO.

For machine-readable data files and software files, total number of copies disseminated during FY 1987, including those for agency use and those copies to be sold or otherwise distributed by any other Federal agency (e.g., National Technical Information Service (NTIS), National Archives and Records Administration (NARA)).

For online database services and electronic bulletin boards, total number of inquiries during FY 1987.

9 Agency Collections: Amounts received (dollars in thousands) by the agency in the form of subscriptions, and user and other fees during FY 1987.

10 Total Obligations: List annual costs (dollars in thousands) for FY 1987.

Enter total annual cost (dollars in thousands) of product or service on the basis of obligations for FY 1987. Include all direct and indirect costs for editing, graphics, layout, composition, printing, duplicating, distribution, mailing, postage, and storage. Total obligations includes research and writing done by Federal staff or contract personnel to develop the material for publication. The term "research" applies to editorial investigation and not to scientific and technical inquiry; research does not include normal costs of development for



Attachment A - 4

software, database, or bulletin boards, but does include costs associated with preparing these products or services for access or dissemination.

- 11 Provision to Federal Depository Libraries: For periodicals only, enter "1" if the periodical has been made available to the GPO Federal depository library program as required by 44 U.S.C. 1902. Enter "9" if the periodical was printed by GPO (in which case GPO would make the determination). Leave blank for machine-readable data files, software files, online database services, and electronic bulletin boards.

ITEM NO. 1 - OMB REFERENCE NUMBER

0500 Department of Agriculture

0503 Office of the Secretary  
0505 Office of Finance and Management  
0506 Office of Governmental and Public Affairs  
0507 Office of Transportation  
0510 Office of the General Counsel

0518 Agricultural Research Service  
0524 Cooperative State Research Service  
0525 Office of Grants and Program Systems  
0527 Extension Service  
0530 National Agricultural Library

0531 Science and Education  
0535 National Agricultural Statistical Service  
0536 Economic Research Service  
0537 Agricultural Cooperative Service  
0550 World Agricultural Outlook Board

0551 Foreign Agricultural Service  
0557 Foreign Assistance Programs  
0560 Agricultural Stabilization and Conservation Service  
0563 Federal Crop Insurance Corporation  
0566 Commodity Credit Corporation

0572 Rural Electrification Administration  
0575 Farmers Home Administration  
0576 Office of Rural Development Policy  
0577 Office of International Cooperation and Development  
0578 Soil Conservation Service

0579 Animal and Plant Health Inspection Service  
0580 Federal Grain Inspection Service  
0581 Agricultural Marketing Service  
0583 Food Safety and Inspection Service  
0584 Food and Nutrition Service

0586 Human Nutrition Information Service  
0590 Packers and Stockyards Administration  
0596 Forest Service  
0598 Office of Energy  
0599 Office of Operations

0600 Department of Commerce

0605 General Administration  
0607 Bureau of the Census  
0608 Economic and Statistical Analysis  
0610 Economic Development Administration  
0625 International Trade Administration

0640 Minority Business Development Agency  
0644 United States Travel and Tourism Administration  
0648 National Oceanic and Atmospheric Administration  
0651 Patent and Trademark Office  
0652 Science and Technical Research

0660 National Telecommunications and Information Administration  
0690 Office of the Secretary  
0691 Bureau of Economic Analysis  
0692 Office of Productivity, Technology, and Innovation  
0693 National Bureau of Standards

0694 Export Administration

0700 Department of Defense

0701 Department of the Air Force  
0702 Department of the Army  
0703 Department of the Navy  
0704 Departmental and Others  
0710 United States Army Corps of Engineers

0790 Office of the Secretary

1800 Department of Education

1801 Miscellaneous Department of Education  
1810 Office of Elementary and Secondary Education  
1820 Office of Special Education and Rehabilitative Services  
1830 Office of Vocational and Adult Education  
1840 Office of Postsecondary Education

1850 Office of Educational Research and Improvement  
1860 Office of Intergovernmental and Interagency Affairs  
1870 Office for Civil Rights  
1875 Office of Planning & Budget & Evaluation  
1880 Departmental Management

1885 Office of Bilingual Education and Minority Languages Affairs  
1892 Office of Inspector General

Attachment A - 5

ITEM NO. 1 - OMB REFERENCE NUMBER

1900 Department of Energy

1901 Departmental and Others  
1902 Federal Energy Regulatory Commission  
1903 Economic Regulatory Administration  
1904 Conservation and Renewable Energy  
1905 Energy Information Administration

1910 Office of Administration  
1990 Office of General Counsel  
1991 Management and Administration  
1992 Defense Programs  
1993 Policy Safety and Environment

0900 Department of Health and Human Services

0905 Public Health Service  
0906 Health Resources and Services Administration  
0910 Food and Drug Administration  
0915 Health Services Administration  
0917 Indian Health Service

0920 Centers for Disease Control  
0925 National Institutes of Health  
0930 Alcohol, Drug Abuse, and Mental Health Administration  
0935 Health Resources Administration  
0937 Office of Assistant Secretary for Health

0938 Health Care Financing Administration  
0960 Social Security Administration  
0970 Family Support Administration  
0980 Office of Human Development Services  
0990 Departmental Management

0991 Office of the Secretary  
0992 Office of Family Assistance

2500 Department of Housing and Urban Development

2501 Office of the Secretary  
2502 Office of Housing  
2503 Government National Mortgage Association  
2504 Solar Energy and Energy Conservation Bank  
2506 Office of Community Planning and Development

2508 Office of the Inspector General  
2510 Office of the General Counsel

2512 New Communities Development Corporation  
2528 Policy Development and Research  
2529 Office of Fair Housing and Equal Opportunity  
2535 Office of Administration  
2577 Office of Public and Indian Housing

1000 Department of the Interior

1004 Bureau of Land Management  
1006 Bureau of Reclamation  
1008 Office of Water Policy  
1010 Minerals Management Service  
1018 United States Fish and Wildlife Service

1024 National Park Service  
1028 Geological Survey  
1029 Office of Surface Mining Reclamation and Enforcement  
1032 Bureau of Mines  
1076 Bureau of Indian Affairs

1084 Office of the Solicitor and Office of the Secretary  
1090 Assistant Secretary for Policy, Budget, and Administration  
1091 Office for Equal Opportunity  
1092 Office of the Solicitor  
1093 Office of the Secretary

1094 Office of Hearings and Appeals

1100 Department of Justice

1103 General Administration  
1104 United States Parole Commission  
1105 Legal Activities  
1110 Federal Bureau of Investigation  
1115 Immigration and Naturalization Service

1117 Drug Enforcement Administration  
1120 Federal Prison System  
1121 Office of Justice Programs  
1190 Civil Rights Division

1200 Department of Labor

1205 Employment and Training Administration  
1210 Pension and Welfare Benefit Administration  
1214 Bureau of Labor Management Relations & Cooperative Program  
1215 Employment Standards Administration  
1218 Occupational Safety and Health Administration

ITEM NO. 1 - OMB REFERENCE NUMBER

1219 Mine Safety and Health Administration	2000 Environmental Protection Agency
1220 Bureau of Labor Statistics	2010 Policy Planning and Evaluation
1225 Departmental Management	2020 General Counsel and Enforcement Counsel
1290 Office of the Secretary	2030 Administration and Resource Management
1291 Office of the Assist. Secretary for Admin. & Management	2040 Water
1292 Office of the Inspector General	2050 Solid Waste and Emergency Response
1293 Office of Assist. Secy. for Veterans Employment & Training	2060 Air and Radiation
1294 Office of Labor Management Standards	2070 Pesticides and Toxic Substances
1400 Department of State	2080 Research and Development
1405 Administration of Foreign Affairs	2090 Office of the Administrator
2100 Department of Transportation	
2105 Office of the Secretary	
2106 Office of the Secretary - Aviation	
2115 United States Coast Guard	
2120 Federal Aviation Administration	
2125 Federal Highway Administration	
2127 National Highway Traffic Safety Administration	
2130 Federal Railroad Administration	
2132 Urban Mass Transportation Administration	
2133 Maritime Administration	
2135 Saint Lawrence Seaway Development Corporation	
2137 Research and Special Programs Administration	
2138 Research and Special Programs Administration - Aviation	
1500 Department of the Treasury	
1505 Departmental Offices	
1507 Office of Revenue Sharing	
1510 Financial Management Service	
1512 Bureau of Alcohol, Tobacco and Firearms	
1515 United States Customs Service	
1520 Bureau of Engraving and Printing	
1525 Bureau of the Mint	
1530	
1535 Bureau of the Public Debt	
1545 Internal Revenue Service	
1555 United States Secret Service	
1557 Comptroller of the Currency	
1590 Office of the General Counsel	

ITEM NO. 1 - OMB REFERENCE NUMBER

3002 Administrative Conference of the United States  
3010 Advisory Council on Historic Preservation  
3005 African Development Foundation

3014 Architectural and Transportation Barriers Compliance Board  
3001 ACTION  
3024 Civil Aeronautics Board  
3035 Commission on Civil Rights  
3037 Committee for Purchase From the Blind & Other Severely Handicapped

3038 Commodity Futures Trading Commission  
3041 Consumer Product Safety Commission  
0331 Council On Environmental Quality  
3046 Equal Employment Opportunity Commission  
0300 Executive Office of the President

3048 Export-Import Bank of the United States  
3052 Farm Credit Administration  
9000 Federal Acquisition Regulations  
3060 Federal Communications Commission  
3064 Federal Deposit Insurance Corporation

3067 Federal Emergency Management Agency  
3139 Federal Financial Institutions Examination Council  
3068 Federal Home Loan Bank Board  
3070 Federal Labor Relations Authority  
3072 Federal Maritime Commission

3076 Federal Mediation and Conciliation Service  
3079 Federal Mine Safety and Health Review Commission  
7100 Federal Reserve System  
3084 Federal Trade Commission  
3090 General Services Administration

9999 Governmentwide Forms and Regulations  
3137 Institute of Museum Services  
0417 Inter American Foundation  
3117 International Trade Commission  
3120 Interstate Commerce Commission

3410 Joint Board for the Enrollment of Actuaries  
3122 Legal Services Corporation  
3124 Merit Systems Protection Board  
2700 National Aeronautics and Space Administration  
3095 National Archives and Records Administration

3125 National Capital Planning Commission

3130 National Commission on Libraries and Information Science  
3133 National Credit Union Administration  
3135 National Endowment for the Arts  
3136 National Endowment for the Humanities  
3138 National Institute of Building Sciences

3140 National Mediation Board  
3145 National Science Foundation  
3147 National Transportation Safety Board  
3148 Navajo Hopi Indian Relocation Commission  
3150 Nuclear Regulatory Commission

3202 Occupational Safety and Health Review Commission  
3204 Office of the Federal Inspector - Alaska Natural Gas Trans System  
0350 Office of the United States Trade Representative  
0348 Office of Management and Budget  
3206 Office of Personnel Management

0349 Office of Science and Technology Policy  
3200 Other Independent Agencies  
3312 Other Temporary Commissions  
3420 Overseas Private Investment Corporation  
3207 Panama Canal Commission

0420 Peace Corps  
3208 Pennsylvania Avenue Development Corporation  
1212 Pension Benefit Guaranty Corporation  
3220 Railroad Retirement Board  
3235 Securities and Exchange Commission

3240 Selective Service System  
3245 Small Business Administration  
3250 Smithsonian Institution  
3316 Tennessee Valley Authority  
0310 The White House Office

3116 United States Information Agency  
0412 United States International Development Cooperation Agency  
3327 United States Metric Board  
3210 United States Postal Service  
2900 Veterans Administration

OMB Bulletin 88-10

**EXHIBIT 1A**  
**Sample Exhibit**

AGENCY: Department of Government**CONTACT PERSON:**

Name: John Doe

Office: Pub. Aff./IRM

Phone: (202) 555-9876

**LISTING OF AGENCY INFORMATION DISSEMINATION PRODUCTS AND SERVICES**

Year	Act- ion	1 OMB Code	2 Type	3 Title (80 columns only)	4 Freq	5 Pp	6 Free?	7 Hand?	8 Total Volume (actual)	9 Agcy Colls. (\$000)	10 Total Oblig. (\$000)	11 Depos Libr?
1986	C	9996	P	<i>Newsletter</i> Monthly News Bull.	012	008	1		250	0	6.4	1
1987									175		6	
1986	C	9996	M	ABC Data Files					35	1.4	2.2	
1987									27	2.50	1.75	
1986									32	1.2	2.0	
1986		9996	P	JKL Prog. Activities	004	006	1		2500		2.5	9
1987	I											
1986	C	9996	P	Agency Annual Report	001	275		1	1273	5.76	10.4	9
1987						250		1	1138	4.75	9.8	
1986		9996	B	UPDATE	999		1		24000	0	15	
1987	S											
1986												
1987	N	9996	P	Recent Trends in RST	503	004	1		1000	0	3	

Attachment A - 9

ONB Bulletin No. 88-10

Exhibit 1B

AGENCY: \_\_\_\_\_

CONTACT PERSON:

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Telephone: \_\_\_\_\_

LISTING OF AGENCY INFORMATION DISSEMINATION PRODUCTS AND SERVICES FOR FY 1988

1 OMB Code	2 Type	3 Title	4 Freq.	5 Pages	6 Free?	7 Mand?	8 Total Volume (actual)	9 Agency Collections (\$000's)	10 Total Obligations (\$000's)	11 Depos. Library?
---	--	---(80 characters only)---	---	---	--	--	-----	-----	-----	---
---	--	---(80 characters only)---	---	---	--	--	-----	-----	-----	---
---	--	---(80 characters only)---	---	---	--	--	-----	-----	-----	---
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---	--	---(80 characters only)---	---	---	--	--	-----	-----	-----	---

OMB Bulletin No. 88-10  
Attachment B

Obligations for Agency  
Information Dissemination  
Products and Services

Provide total obligations for periodicals, non-recurring publications, machine-readable data files (including CD-ROMs), software, online database services, and electronic bulletin boards, both current and proposed, for fiscal years 1987 through 1990, according to Exhibit 2.

Note the following:

- obligations for non-recurring publications are included in Exhibit 2, although non-recurring publications are not included in Exhibit 1A or 1B.
- the total obligations for FY 1987 should equal the total from Column 10 in Exhibit 1A or 1B plus FY 1987 obligations for non-recurring publications.
- reporting for electronic products and services is limited to those issued or disseminated to the general public (see Bulletin, Section 4).

Each agency must prepare Exhibit 2. Your agency's Exhibit 2 for FY 1987 is not attached.



OMB Bulletin No. 88-10

Exhibit 2

AGENCY: \_\_\_\_\_

CONTACT PERSON:

Name \_\_\_\_\_  
Office \_\_\_\_\_  
Telephone \_\_\_\_\_

OBLIGATIONS FOR AGENCY INFORMATION DISSEMINATION PRODUCTS AND SERVICES  
(in thousands of dollars)

	<u>FY 1987</u>	<u>FY 1988</u>	<u>FY 1989</u>	<u>FY 1990</u>
Periodicals	-----	-----	-----	-----
Non-Recurring Publications	-----	-----	-----	-----
SUBTOTALS				
Machine-Readable Data Files	-----	-----	-----	-----
Software Files	-----	-----	-----	-----
Online Database Services	-----	-----	-----	-----
Electronic Bulletin Boards	-----	-----	-----	-----
SUBTOTALS	-----	-----	-----	-----
TOTALS	-----	-----	-----	-----

Request for Approval of New Periodicals

The request for approval for proposed periodicals as part of this report should contain the following information. A supplemental request for approval of new periodicals proposed at other times of the year, in accordance with OMB Circular No. A-3, should contain the same information.

(1) Description.

- (a) Name of periodical.
- (b) Issuing agency, bureau or other organizational unit and name and title of official requesting this approval.
- (c) Frequency of issue.
- (d) Number of pages.
- (e) General content
- (f) Number of copies per issue for limited free distribution to:

- 1 - Agency personnel, plus contractors directly involved in the program.
- 2 - External audiences: (Specify quantity per audience; i.e., Congress, other Government agencies, non-Government).

(g) Number of copies per issue for sale to:

- 1 - Agency personnel, plus contractors directly involved in the program.
- 2 - External audiences: (Specify quantity per audience, i.e., Congress, other Government agencies, non-Government).

(h) Estimated annual cost broken down by:

- 1 - Salaries, materials, and other expenses associated with preparing the manuscript. Include costs for editing and for research and writing done by Federal staff or contract personnel to develop the material for publication. The term "research" applies to editorial investigation and not to scientific and technical inquiry.
- 2 - Graphics, layout, and composition.
- 3 - Printing, duplication, and binding.

Attachment C - 2

4 - Distribution and storage. Include specific information on mailing class and postage costs.

(i) Appropriation(s) to be charged.

(2) Justification.

(a) Comprehensive statement of the necessity for the periodical, including any specific statutory authorization for its publication. In the absence of specific authorization, describe why the periodical is necessary in transacting the public business which the agency is required by law to undertake.

(b) Statement justifying the number of copies proposed for non-Government free distribution and explaining why distribution should be free instead of by sale.

(3) Certificate of necessity.

Each issue of the periodical that has been approved under OMB Circular No. A-3 will indicate certification as follows:

The (Secretary) (Administrator) of ( name of Department, Agency) has determined that the publication of this periodical is necessary in the transaction of the public business required by law of this (Department) (Agency).